

**CONTINUING EDUCATION
CHECKLIST
FOR NON-CREDIT COURSE RECORDS**

RECORD OF CLASS FINAL ROSTER – COMPLETE ATTENDANCE
(INSTRUCTOR SIGNATURE REQUIRED WITH EXCEPTION OF WEB
ATTENDANCE)

PART-TIME PAY AGREEMENT OR TIME SHEETS

CLASS RECEIPT ROSTER

CLASS VERIFICATION RECORD

STUDENT WAIVER FORM(S) – HRD ONLY

FEES:

Tuition: _____

CAPS: _____

Tech (OE only): _____

Accident Insurance: _____

Liability Insurance: _____

Lab: _____

Materials: _____

Other: _____

Total: _____

COMMENTS:

CHECKLIST COMPLETE